



ISM Reference Guide for Employers w/ Index of High Demand Occupational Titles & Skill Descriptions

How To Register For and
Enter a Job Order Online Using
Illinois Skills Match

(Revision Date: October 15, 2009)

ILLINOIS SKILLS MATCH EMPLOYER USER GUIDE

Internet Entry

Pages 2 through 9 provide the step-by-step instructions you will need to register using Illinois Skills Match (ISM). Remember that ISM is a system designed for ALL job openings. Therefore, it is suggested that you follow these directions **carefully** to maximize your matching potential to the right job seekers, especially for Part 4 of My Job Order. Pages 10 through 50 provide you with an optional index featuring the 83 occupational titles and associated skills which are considered high demand in Illinois. However many other occupations and skills sets are listed in the ISM system. You are encouraged to save this guide in your computer for easy access before starting. We also suggest you have your job order(s) at hand in order to transfer your information to ISM more easily. For best results, you should use an Internet Explorer browser. **JOB ORDERS SHOULD BE ENTERED BY THE DECISION MAKER INVOLVED IN CONVERTING A HAND WRITTEN JOB DESCRIPTION TO THE SKILLS NECESSARY TO DO THE JOB.**

You can then go directly to the ISM web site address by clicking on this link: <http://www.illinoisskillsmatch.com> or simply type it in.

Home Page or Welcome to the Illinois Skills Match Page

Information pertaining to the terms and conditions for using the system can be displayed by clicking on the blue phrase [User Agreement](#) at the bottom of the page. Otherwise, you may go directly into the system by clicking on the **Employer** button. By clicking on the blue words [Show me an overview of Illinois Skills Match](#), you can see what Illinois Skills Match has to offer for Employers as well as a brief explanation of how the system works. By clicking on the blue phrase [important information on special programs](#), you can find out about the Work Opportunity Tax Credit (WOTC), Bonding Assistance, the Hire-the-Future Program, Temporary Assistance for Needy Families (TANF), and the Welfare to Work Tax Credit. [Frequently Asked Questions](#) can help you if you are having problems with your browser or it can answer other questions you might have before getting started.

1. If you are a first time ISM user, begin your registration by clicking on the **Register Now** button. You will only need to register your company once, but you can add more contact personnel if needed. This will take you to the Equal Opportunity Page. Click on the **Next** button to continue.
2. If you are going back to modify your information, type in your User Name and Password using the same case you originally entered since passwords are letter and number case sensitive; then click on the **Enter** button. This will also take you to the Equal Opportunity Page. Click on the **Next** button when you are finished.
3. If you forgot your password, click on the **Forgot My Password** button, enter your e-mail address OR user name if known, and the system will e-mail your user name and password, provided you have the same e-mail address you had when you last visited the site. If your e-mail address has changed, click on the blue phrase [Email the System Administrator](#) and send a message with your name, company name and address letting them know that you have changed your e-mail address and need for them to change it on your current registration so they can reset your password and send it to your new e-mail.

Welcome Employers

Again you can look at the user agreement. Click on the **Next** button to begin your registration.

YOU ARE NOW READY TO GET STARTED!

Employer Registration Page

1. Begin by filling out your company's name where it says Company Name. All items that are labeled **<Required** must be filled out in order for your registration to be accepted by the system.. So please follow each step carefully, especially if you are outside the U.S.A.
2. FEIN (Federal Employment Identification Number): You may obtain this 9-digit number from your company's unemployment records or federal income tax records, bookkeeping or accounting departments. But be sure to zero-fill the first space allocated for FEIN. However, the FEIN is optional at the time of registration because the system administrator will verify this information before the registration is approved. Providing an active number will help speed up the approval process time. Otherwise, it could take up to 2 business days for verification and registration approval.
3. UI Account Number: You may obtain this seven-digit number from your company's unemployment insurance records or federal income tax records, bookkeeping or accounting departments. However, this is not a required field. The system administrator will verify this information before registration is approved. Providing an active number will help speed up the approval process time.
4. Company Type: This field allows you to select which type of ownership your company has. Use the drop down box arrow to choose.
5. Please fill out all the Contact Information in the next section. This would be your full name (not your secretary's), job title, e-mail address (not your secretary's), street address, phone number and fax number.

Employers outside of Illinois, but in the United States should follow these special instructions:

For Zip Code: Enter your company's U.S. Zip code here.

For County: click the drop down box and select **Out of State**

Employers outside of the United States should follow these special instructions:

For city: Enter your city, country (e.g. Paris, France)

For State: click the drop down box and select **American Somoa**

For Zip Code: Enter **60605**

For County: click the drop down box and select **Out of State**

For Phone Number: Enter **(312) 793-4000**

Do not include an extension or Fax number at this point. **All of your true information can be added later in the registration.** The above entries will enable you to get your job orders on the system which was originally designed for jobs in Illinois, U.S.A. only.

6. Password: You must enter 5 to 15 characters in length. They can be numbers, letters or a combination of both, and they will also be case sensitive (Upper case and Lower case) as you enter them. You must establish a password to have access into ISM. You will be required to enter this password whenever you logon. This must be kept confidential. Simply type in the same password again after the words 'Re-type Password' to confirm your chosen password.
7. In the last selection on this page, simply check off any special services you are willing to provide. (Internships, etc.)
8. Click on the **Next** button. You will see your assigned Username. **Write this down along with your password on the front cover of this guide and keep it in a safe place.** You will need them to use Skills Match in the future.
9. Click on the **Next** button. You will have two options on this page. You may select **Matches To My Job Orders** or **Update My Info**. Under 'Matches To My Job Orders' you can click on the **Add New Job Order** button. Under 'Update My Info' you can update any company information such as a phone number or address.

My Job Order-Part 1 of 4: Job Information

1. If you clicked on the **Add New Job Order** button you will be on the first page of the 'My Job Orders' section. In order to create a new job order and match to job seekers, you will be asked a series of questions grouped into four parts. The whole process will take about 30 minutes. The first part is called Job Information. You will be asked about the Job Description, Benefits Offered, Work Location, Job Order Dates and Other Info. When you are ready to begin, click on the **Next** button.

2. Job Description: Begin filling out your Job Description starting with the job title.

Description and Duties: When filling out this free-form area, you may enter up to, but no more than 1,000 characters (not words). You should provide a description of the job title you indicated above (If available this can be copied from a word processing program and pasted into the Job Description field using the keyboard commands of Control 'C' for copy and Control 'V' for paste). **Also, it is here that you should indicate whether U.S. citizenship is necessary for the position.**

Tracking Identifier: You may enter your own specified code using numbers and/or letters in this field. This will help you track all job orders assigned under your User Name and Password.

Is this a Stimulus Funded Job? Select the yes box only if this job legally qualifies as a Stimulus Funded Job. If not, select the no box.

Is this a Green Job? Select the yes box only if this job legally qualifies as a Green Job AND only if you selected the yes box above for a Stimulus Funded Job. If not on both counts, select no.

Number of Openings: Indicate the number of openings available for this particular job title.

Salary Range Job Seekers Will View: Enter the salary amount you want job seekers to view.

Match Job Seekers Who Will Work For Less Than: This field will match job seekers who will work for less than a certain amount. Enter the highest, realistic wage or salary you are willing to pay the job seeker. This number will match to all wages up to and including that amount, but will not be seen by job seekers. For example, if you specify a maximum salary of \$40,000 per year, you will not match to job seekers looking for \$40,001 per year or more. Enter the dollar amount and then indicate on the drop down menu to the right whether that is hourly, weekly, monthly or per year. CAUTION: If you enter \$1, you can count on matching to just about every warm body imaginable, including many not matching your skills.

Hours per week: Indicate on the drop down menu the approximate hours per week.

Duration of Work: Indicate on the drop down menu how long the work assignment will last. It can range from less than four days to ongoing.

Shifts Available: Indicate by clicking on the appropriate box which shift or shifts are required for this position.

Type of Work: You may choose from the drop down menu either full time or part time, or you may select both full time and part time if recruiting for both.

Minimum Level of Education Required: Choose from the minimum of "no education" required to the highest level of "doctorate". After you have completed the Job Information section click on the **Next** button.

3. Benefits: Click on the benefits offered with this/these particular position(s).

Additional Benefit Information: You may enter any additional information in this field or provide any marketing publicity about your company. After you have completed the Benefits section, click on the **Next** button.

4. Work Location: If the position is in Illinois, fill out the actual address of where the job will be performed in the appropriate spaces. If the position is not in Illinois but is in the U.S., type in the exact address, floor/suite, and use the **ZIP code of the worksite**. However, if not in the U.S., enter...

For city: Enter your city, country (e.g. Paris, France or London, UK)

For State: click the drop down box and select **American Samoa**

For County: click the drop down box and select **Out of State**

For Zip Code: Enter **60605**

Indicate whether public transportation is available to the work site or whether you wish the system to display a map for the job seeker. After you have completed the Work Location section click the **Next** button.

5. Job Order Dates: Enter the date when this job order should be closed, otherwise it will close in 45 days. Click the **Next** button to proceed to the Other Info section.

6. Other Info: Indicate whether you want to be notified daily about matching job seekers to your posted job orders and/or if you want to see the ISM informational profiles generated by the system listing the skills, educational background and work history of job seekers who are interested in your job order. (Some job seekers infrequently list many skills which may result in some rather lengthy profiles.) For actual resumes composed by the job seeker, you may wish to request them directly from the job seeker.

Also under Other Questions, check those statements which apply to your company. Click the **Next** button to proceed.

My Job Order - Part 2 of 4: Contact Information

1. If a job seeker is interested: If a job seeker views the match before you and is interested in your job, he or she may contact you first if they wish based on the information you determine to show them.

A. They can contact you directly through the information you provided initially in your registration as indicated by the check marks, or...

B. You can remove check marks from the sections you do not want the job seeker to see, or...

C. If you want to add special instructions, be sure to click the box next to Special Instructions and add information in the free form box that you want the job seeker to see in addition to or instead of the information in the other check boxes. In the latter case, you must remember to remove all the other check marks. **For non-U.S. employers, this is where you can put in your real full address, mailing code and phone number information.**

D. Or you can click on the button in front of choice # 2 which will allow you and your company to remain anonymous.

Click on the **Next** button.

2. If I am interested: If you have viewed the match prior to the job seeker and you are interested in the job seeker, you can also determine what contact information the system will send the matching job seekers as soon as you click on the **Have Candidate Contact Me** button indicating to them that you are interested in them when you start looking through your matches.. Here you are given the following options:

A. They can contact you directly through the information you provided initially in your registration as indicated by

the check marks, or...

B. You can remove check marks from the sections you do not want the job seeker to see, or...

C. If you want to add special instructions, be sure to click on the box next to Special Instructions and add information in the free form box you want the job seeker to see in addition to or instead of the information in the other check boxes. In the latter case, you must remember to remove all the other check marks. **For non-U.S. employers, this is where you can put in your real full address, mailing code, telephone and fax information.**

D. In order to remain anonymous, you will have to select the **I Will Contact the Candidate** radio button when reviewing job seeker profiles.

Click on the **Next** button.

IMPORTANT: In parts 3 & 4, you will be asked to select the general skills and job skills necessary for job seekers to qualify for your job opening(s). In some instances, you can answer either yes or no to the general skills pertaining to driving requirements, computer training, physical abilities and languages. With the general skills, you may choose as many as are required to fit the job description.

When selecting job skills, you are also provided a selection of experience level choices. There are really two approaches in selecting job skills with experience levels: skills which **define what is required** and skills which **rank what is preferred**. For instance, you may be looking for an assistant college professor to teach macroeconomics and microeconomics. Therefore you would search for and select those two skills and select an experience level for them as desired from the drop down box. This automatically excludes all job seekers in the system without those skills. It is usually best to select at least 1 and not more than 5 skills with defined experience levels other than “Nice to Have.” And these skills may be selected in addition to the general skills you selected.

Those skills that carry a “Nice To Have” connotation will basically rank your preferred candidates by showing you later the number of nice-to-have skills each of your matching candidates have in addition to your defined experience level skills. For instance, you may be looking for an assistant college professor to teach econometrics, but feel it would be nice if he or she had a background in microeconomics and quantitative analysis as well. Therefore, you would search for and select econometrics with an attached experience level, and then you would search and select microeconomics and quantitative analysis with “Nice To Have” in lieu of designated experience levels. This will include all job seekers with a specific econometric skills background and will rank your selections to show them having 2, 1 or none of the “Nice to Have” skills you preferred. You may select as many “Nice to Have” skills as you wish. More than 10 may spoil your matching capability. But then again, it may not.

If you find you are having trouble matching to job seekers or wish to match to more job seekers than you are currently matching to, simply narrow your 5 experience level skills down to 4, 3, 2 or 1, by converting the experience levels to “nice to have’s”. But you really should keep at least one experience level skill to support the job order for what it is. It may sound confusing now, but it is basically a “try and see” approach that can be played with when it is time for you to run your trial match on page 8.

If you are not sure what skills are needed to find the best qualified candidates to fill your job descriptions, you may refer to the index of 83 high demand occupational titles and top skill descriptions at the end of this guide. It provides you with a list of the occupations and skills needed most in Illinois which provide the most matches in Illinois Skills Match.

My Job Order - Part 3 of 4: General Skills

In this section you determine which General Skills are necessary that can be combined in the matching process with selected skills from job titles in the next section. General Skills also help refine the match when too many job seeker matches are displayed using skills from job titles alone.

Clicking the **Next** button displays the common skills required by various industries which are: 1.) transportation licenses and endorsements as recognized by the State of Illinois, 2.) language skills, 3.) office and physical skills, and 4.) personal computer skills. You may add any applicable skills to your Skills profile by going to the drop down box and selecting “yes” if the skill is necessary (as in the language area) or a specific experience level (if it is in the computer software area). If these skills sets do not pertain to your job order, continue on to the Job Skills section by clicking on the **Done With General Skills** button or the **Next** button four times.

My Job Order - Part 4 of 4: Job Skills

You will now be asked to enter the specific Job Skills from titles that pertain to your job order(s) in the Illinois Skills Match system. You have the option of adding your skills later by clicking on the “Skip This Part” button. But you must complete this part eventually in order to match to job seekers.

Recommended Steps For Selecting Your Job Skills and Matching to Job Seekers

1. There are two ways to search for job skills. 1.) You can go to the **Skill Finder** page and use the **Occupation or Skill** box at the top of the page and enter a specific occupation, skill or partial word such as ‘econ’ for economist or ‘computer’ for computer related skills or ‘weld’ for welder related skills. 2.) You can also search for skills using the 17 dot point hierarchies. From there you can click onto more specific job titles and categories until you reach the specific skills you need for your job order. Or you can use a combination of both.
2. To the right of each skill is a drop down box for you to select the amount of experience the job requires in each skill. You may select the skills which are critically needed to fill the job opening by indicating the years of experience required or “training only.” You can also select secondary skills for the position as “nice to have.” But remember: the more skills you add, the more you narrow the spectrum of matching to job seekers. If you don’t select a lot of skills, you will match to more job seekers, but maybe not necessarily the ones needed to fit your selective requirements. After you have added all the skills on each page, click on the **Next** button, saving your skill selections from that given page.
3. You may continue to go back at any time and add or subtract skills and experience levels as needed from any category. Remember that the ISM system does not match on Job Titles, but on skills and experience levels.
4. If your job description requires job seekers to have any occupational certifications (e.g.: Certified Financial Planner or Certified Public Accountant), you may add them to your job order by clicking on one of the three categories designated for Licenses, Certifications and Specialized Degrees located in the skills Hierarchies. For instance, two of the categories are specifically for the Healthcare field. It should be pointed out however that if you select “yes” from the drop-down box, it may eliminate candidates from matching to your job order. If you select “nice to have”, it may add candidates to your job order in addition to those candidates who match to the other skills you require but aren’t certified.

5. You also have the option at the bottom of each skills list to either return to the skill finder or be finished with your skills. When you have finished adding all your skills, click on the **Done With Skills** button. Then when it asks, **Find Everything?**, click the **Next** button.

Congratulations! You are finished preparing the job order and have entered all the information you need. NOW you have three options: **Run a Trial Match**, **View Job Order Summary** or **Return to My Job Orders**. You must run a trial match first to see the number of job seekers that match to your job order. If you are not satisfied with the number of matches, you can return to your order to adjust your matching criteria, including general skills, job skills, experience levels under both those categories, salary and educational requirements.

Run a Trial Match / Post A Job Order

1. Run a Trial Match: If you select the **Run a Trial Match** button you will view the number of job seekers matching to your job order. A maximum of 500 qualified candidates may be matched to a job order. If more than 500 matches are found, you must modify your matching criteria until the number falls below the 500 limit. Modifications may include increasing the experience level of some skills, raising the educational level or changing any criteria field to decrease the number of qualified candidates. Raising salary may increase the number of matches. Lowering the salary may reduce the number of matches, based on the theory that fewer people will be willing to work for \$10/hr. versus \$15/hr. This is further explained in point 3. You can either post your job order or run a **Match Breakdown**. The **Match Breakdown** shows the number of qualified candidates and total number of job seekers matching on a skill-by-skill basis. (When using ISM for the first time, you may wait up to two business days for your registration to be approved before actually posting your job order to match to job seekers. Then be sure to go back into the system to convert your job order from a draft to a posted job order.) **PLEASE DON'T FORGET TO POST YOUR JOB ORDER.** If you leave it in a draft status and forget to go back and post your position, it will expire in 10 days and be lost forever. Worse than that, your job order will never realistically match to any job seekers.

2. When you click on **Post this Job Order** you will see all available matches to your job order. If you have too few matches, you may want to go back to the job order and make adjustments in the salary, job skills and/or experience level sections. The same is true of too many matches. **PLEASE DON'T FORGET TO RE-POST YOUR JOB EVERY TIME YOU MAKE CHANGES BY CLICKING THE "MATCH NOW" BUTTON.**

3. Matching Job Seekers: You will see a series of ID numbers for job seekers. Click on any of the ID numbers to view the job seeker's skills profiles. If you are interested in the candidate, you should select either the **I Will Contact Candidate** or **Have Candidate Contact Me** button. If you click on 'I Will Contact Candidate' you will be given the job seeker's contact information, but YOU must initiate the contact because the job seeker will not be given any information on how to apply for the job. If you click on 'Have Candidate Contact Me', Skills Match will send the job seeker the contact information you instructed the system to provide in Part 2. Some candidates may have suppressed their identity, but they should still match to your qualifications. If not interested, select the **I Am Not Interested** button. Then click on the **Next Candidate** button. When you are finished, click on the **Return** button. Or you can select the boxes in front of the ID numbers and click on **Refer Selected Job Seekers** at the bottom of each page. This will result in each of those job seekers receiving the contact information you selected in your contact information (Part 2).

4. Return to My Job Orders: By clicking on this button you will return to your active job order. You can make adjustments by clicking on the 'Update' button for any section. Again, Re-post your order when finished with your adjustments. You can also add a new job order by clicking on the **Copy Job Order** button at the top of the page and follow the instructions again.

5. Recruiting Outcomes: After you have tagged each candidate with the above options, you can track their status by clicking on the **Recruitment Outcomes** button. Then click on the drop down menu in the 'Recruiting Outcome' column to keep track of your status with this job order for each candidate. If you fill the job order, make sure you close it. This will prevent job seekers from contacting you about filled or closed job openings, saving them time and you aggravation from unnecessary e-mails. It also helps the system keep track of successful hires and allows it to finalize closed orders.

6. Job Order List: After you have posted or closed your job order, you may wish to post additional job orders. After a job order has been posted, you can use the **Copy** button to the right of the **View** button. The copy function can be used to create another Job Order for a new position by changing the job title, description and other information such as skills, experience levels, etc.

7. When you are finished simply click on the blue print to the left that says "I'm Done: Logoff". You will then exit the system. Be sure to go back and check for new matches if you leave the job order open.

Questions or Comments regarding Illinois Skills Match or IDES? [Email the System Administrator.](#)

You can do this at the bottom of each page while in ISM. Thank you for using Illinois Skills Match. For additional assistance, contact an IDES service representative at your nearest IDES Local Office or Illinois Employment and Training Center. To find the local office nearest you in Illinois, go to

<http://www.ides.state.il.us/worknet/default.asp>

or call 1-888-367-4382 for IDES local office information.

Checklist of High Demand Occupational Titles seen on Pages 11-50

If you are not sure what skills you will need to select the best qualified candidates to fill your job descriptions, you may refer to this checklist of 83 high demand occupational titles before selecting the skill descriptions for your job orders. The following pages these 83 most active occupations in Illinois and their accompanying skills which have the highest success rate in matching job seekers to job openings using Illinois Skills Match. The occupational titles are listed alphabetically.

<input type="checkbox"/> Accountants & Auditors	<input type="checkbox"/> First-Line Supervisors/Retail Sales Managers	<input type="checkbox"/> Packaging & Filling Machine Operators
<input type="checkbox"/> Administrative Services Managers	<input type="checkbox"/> Fitness Trainers & Aerobics Instructors	<input type="checkbox"/> Paralegals & Legal Assistants
<input type="checkbox"/> Aircraft Mechanics & Service Technicians	<input type="checkbox"/> Food Preparation Workers	<input type="checkbox"/> Personal & Home Care Aides
<input type="checkbox"/> Architectural & Civil Drafters	<input type="checkbox"/> General & Operations Managers	<input type="checkbox"/> Pharmacists
<input type="checkbox"/> Architectural Technicians & Technologists	<input type="checkbox"/> Hairdressers, Hairstylists & Cosmetologists	<input type="checkbox"/> Pharmacy Technicians
<input type="checkbox"/> Automotive Service Technicians & Mechanics	<input type="checkbox"/> Health-Related Workers	<input type="checkbox"/> Physical Therapists
<input type="checkbox"/> Bus & Diesel Engine Specialists	<input type="checkbox"/> Home Health Aides	<input type="checkbox"/> Physical Therapist Aides
<input type="checkbox"/> Bus & Truck Mechanics	<input type="checkbox"/> Hotel, Motel & Resort Desk Clerks	<input type="checkbox"/> Preschool Teachers/Non-Special Ed
<input type="checkbox"/> Carpenters	<input type="checkbox"/> Insurance Sales Agents	<input type="checkbox"/> Radiologic Technologists & Technicians
<input type="checkbox"/> Cashier	<input type="checkbox"/> Janitors & Cleaners, Except Maid/Helper	<input type="checkbox"/> Real Estate Sales, Leases & Rental Agents
<input type="checkbox"/> Chief Executives	<input type="checkbox"/> Laborers & Freight / Stock Movers, Handlers	<input type="checkbox"/> Receptionists & Information Clerks
<input type="checkbox"/> Child, Family, & School Social Workers	<input type="checkbox"/> Lawyers	<input type="checkbox"/> Recreation Workers
<input type="checkbox"/> Comb. Food Prep/Srv. Wrks., Fast Food	<input type="checkbox"/> Legal Secretaries	<input type="checkbox"/> Registered Nurses
<input type="checkbox"/> Computer & Information Systems Managers	<input type="checkbox"/> Licensed Pract. & Licensed Vocat. Nurses	<input type="checkbox"/> Rehabilitation Counselors
<input type="checkbox"/> Computer Programmers	<input type="checkbox"/> Maintenance & Repair Workers, General	<input type="checkbox"/> Respiratory Therapists
<input type="checkbox"/> Computer Software Engineers, Applications	<input type="checkbox"/> Management Analysts	<input type="checkbox"/> Retail Salespersons
<input type="checkbox"/> Computer Support Specialists	<input type="checkbox"/> Medical & Clinical Laboratory Technicians	<input type="checkbox"/> Sales Managers
<input type="checkbox"/> Computer Systems Analysts	<input type="checkbox"/> Medical & Public Health Social Workers	<input type="checkbox"/> Sales Reps, Wholesale & Manufacturing
<input type="checkbox"/> Counter Attendants, Cafeteria, Food & Coffee	<input type="checkbox"/> Medical Assistants	<input type="checkbox"/> Secondary School Teachers/Non-Special Ed
<input type="checkbox"/> Customer Service Representatives	<input type="checkbox"/> Medical Record & Health Info Technicians	<input type="checkbox"/> Security Guards
<input type="checkbox"/> Dental Assistants	<input type="checkbox"/> Medical Secretaries	<input type="checkbox"/> Self-Enrichment Education Teachers
<input type="checkbox"/> Dental Hygienists	<input type="checkbox"/> Middle School Teachers/Non-Special Ed	<input type="checkbox"/> Social & Human Service Assitants
<input type="checkbox"/> Electrical & Electronic Engineering Techs	<input type="checkbox"/> Network & Computer Systems Administrators	<input type="checkbox"/> Stock Clerks & Order Filers
<input type="checkbox"/> Electricians	<input type="checkbox"/> Network Systems, Data Com, Telecom Specs.	<input type="checkbox"/> Transportation Workers
<input type="checkbox"/> Elementary School Teachers/Non-Special Ed	<input type="checkbox"/> Nurse Practitioners	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Emergency Medical Technicians & Paramedics	<input type="checkbox"/> Nursing Aides, Orderlies & Attendants	<input type="checkbox"/> Truck Drivers, Heavy Tractor/Trailer
<input type="checkbox"/> Executive Secretaries & Administrative Assists.	<input type="checkbox"/> Occupational Therapist Assistants	<input type="checkbox"/> Waiters & Waitresses
<input type="checkbox"/> Financial Managers	<input type="checkbox"/> Office Clerks, General	

Illinois Skills Match High Demand Occupational Titles & Skill Descriptions

If you are not sure what skills you will need to select the best qualified candidates to fill your job descriptions, you may refer to this index of high demand occupational titles and skill descriptions. It lists 83 of the most active occupations in Illinois and their proven skills which have met with the highest success rate in matching job seekers to job openings using Illinois Skills Match. The occupational titles are listed alphabetically with every other category shaded to help distinguish skills.

Occupational Titles

Skill Descriptions

Accountants and Auditors	Analyze accounting records
	Analyze financial records or statements
	Audit tax returns or other documents
	Conduct field audits
	Design financial reports using software
	Ensure legal compliance
	Establish accounting control procedures
	Evaluate financial performance
	Follow, comply with Sarbanes Oxley accounting and audit procedures
	Forecast company financial position
	Implement computer based general accounting system
	Inspect cash on hand notes receivable and payable negotiable securities and canceled checks
	Prepare financial reports
	Propose asset safeguards
	Review material assets, net worth, liabilities, capital stock, surplus, income and expenditures
	Verify ledger entries
Administrative Services Managers	Evaluate office production
	Coordinate, direct or plan supportive services
	Analyze office procedures
Aircraft Mechanics and Service Technicians	Examine aircraft structure
	Examine engines for defects
	Follow, interpret, or read blueprints or schematics
	Maintain and service aircraft engines and related apparatus
	Rebuild aircraft structure

Illinois Skills Match High Demand Occupational Titles & Skill Descriptions

If you are not sure what skills you will need to select the best qualified candidates to fill your job descriptions, you may refer to this index of high demand occupational titles and skill descriptions. It lists 83 of the most active occupations in Illinois and their proven skills which have met with the highest success rate in matching job seekers to job openings using Illinois Skills Match. The occupational titles are listed alphabetically with every other category shaded to help distinguish skills.

Occupational Titles

Skill Descriptions

	Repair aircraft structure
	Test hydraulics on aircraft
Architectural and Civil Drafters	Analyze building codes, by-laws, space and site requirements
	Collect data required to revise construction drawings
	Correlate, interprets, and modifies topographical surveys and prospecting reports
	Draft topographical maps using survey data and aerial photographs
	Draw blueprints
	Draw rough and detailed scale plans for foundations, buildings, and structures
	Identify symbols on topographical surveys to denote geological formations
	Prepare graphs and fill-hauling diagrams for earth-moving operations
	Prepare schematics and wiring diagrams
	Use plans and drawings for reproduction
	Use AutoCAD
Architectural Technicians and Technologists	Modify architectural designs
	Prepare drawing to scale
	Translate architect's notes into detail drawings
Automotive Service Technicians and Mechanics	Adjust and reline brakes
	Adjust or align headlights, wheels and brake system
	Adjust, maintain, overhaul, repair, or replace engines or subassemblies
	Check and change oil
	Estimate cost of repairs
	Inspect and test vehicles for damage
	Install or repair automobiles accessories
	Install, repair, or replace shock absorbers or struts

Illinois Skills Match High Demand Occupational Titles & Skill Descriptions

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Occupational Titles

Skill Descriptions

	Repair and replace automotive air conditioning, heating and cooling systems
	Repair carburetors
	Rewire ignition systems, lights and instrument panel
Bus and Diesel Engine Specialists	Adjust and reline brakes
	Adjust, maintain, overhaul, repair, or replace engines or subassemblies
	Certified on domestic trucks or buses
	Certified on foreign trucks or buses
	Dismantle engines
	Examine protective guards, loose bolts, and safety devices
	Operate valve grinding machine
	Repair and maintain heavy-duty diesel trucks
	Rewire ignition systems, lights and instrument panel
	Use hydraulic jack
Bus and Truck Mechanics	Adjust and reline brakes
	Certified on domestic trucks or buses
	Certified on foreign trucks or buses
	Check and change oil
	Dismantle engines
	Repair transport refrigeration
	Rewire ignition systems, lights and instrument panel
Carpenters	Assemble or fasten materials to make framework or props
	Attach or bolt parts, components, or subassemblies to assembly units
	Build door frames
	Build or construct concrete forms
	Build partitions, joists, studs, or rafters

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Occupational Titles

Skill Descriptions

	Build rough wooden structures
	Build wood stairways
	Build, erect or dismantle scaffolds or other temporary structures
	Construct, erect, install or repair wood structures
	Design, construct, templates
	Determine structure dimensions
	Estimate amount of lumber or materials required
	Follow, examine, interpret or read specifications
	Follow, interpret, or read blueprints or schematics
	Install drywall, plasterboard, or sheetrock to interior walls or ceilings
	Install floor trim
	Install insulation
	Install siding
	Install trim
	Install, build or repair cabinets
	Install, build or repair counters
	Install, build or repair floors
	Install, build or repair windows
	Lay out, mark reference points or dimensions using measuring tools
	Measure and mark surface dimensions
	Prepare layout for construction project
	Replace ceiling tile
	Saw lumber or wood
	Shape or cut materials to specified measurements
	Use level to verify conformity
	Verify trueness of structure with plumb bob

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Occupational Titles

Skill Descriptions

Cashier	Balance accounts
	Balance cash drawer
	Balance daily receipts
	Cash checks
	Count money in cash drawer
	Handle transactions by computer
	Maintain and clean counter or service area
	Operate cash registers
	Prepare bank deposits
	Prepare paychecks
	Process cash refunds
	Process credit card refunds
	Process credit card transactions
	Quote prices to customers
	Use electronic or computerized scanners
	Validate checks
	Wrap, pack, unpack or store merchandise
Chief Executives	Delegate responsibility
	Develop procedures
	Direct financial planning, budgeting, procurement or investments
	Formulate policies
	Implement procedures
	Plan, coordinate and direct operations
	Promotes objectives of business or institution before public government agencies or associations
	Set deadlines

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Occupational Titles

Skill Descriptions

	Transfer employees
Child, Family, and School Social Workers	Aid students with behavioral, emotional, mental, or physical problems
	Counsel adoptive parents pending adoption
	Evaluate children's physical and psychological make-up
	Evaluate foster home conditions
	Evaluate personal qualities of adoptive applicants
	Interview individuals to assess emotional or social capabilities
	Investigate home conditions
	Lead group counseling sessions
	Refer parents of child to community resources
Comb Food Prep/Srv Wrks, Fast Food	Assemble take out containers
	Clean food preparation or kitchen equipment and appliances
	Clear tables, clean eating areas
	Cook limited item food selection
	Deliver food trays
	Expedite or coordinate food orders
	Fill beverage containers or dispensers
	Follow or maintain safe food handling and sanitation procedures
	Fry or grill food
	Inform supervisors when equipment is not working properly
	Inform supervisors when supplies are getting low
	Maintain and clean counter or service area
	Monitor low supplies and report equipment malfunction
	Notify kitchen personnel of special orders or food shortages
	Portion and wrap the food

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Occupational Titles

Skill Descriptions

	Prepare foods for breakfast
	Prepare hot or cold beverages
	Prepare hot or cold sandwiches
	Prepare meal trays
	Remove trash
	Replenish food or equipment at serving stations, steam tables or counters
	Restock supplies
	Select food items from serving or storage areas
	Serve meals, snacks, desserts, or beverages
	Store food to prevent spoilage
	Sweep or mop floors
	Take food or beverage orders
	Wash, peel and/or cut various foods
	Wrap food menu items
Computer and Information Systems Managers	Analyze organizational data processing needs
	Consult with users to assess system requirements
	Coordinate and direct computer operation activities
	Coordinate and direct computer production activities
	Coordinate and direct data processing development activities
	Develop computer information resources, providing for data security and disaster recovery
	Establish work standards
	Evaluate data processing proposals to assess project feasibility
	Manage backup, security, and user help systems
	Recommend computer equipment acquisitions

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Occupational Titles

Skill Descriptions

Computer Programmers (Volume I)	Conduct system testing
	Consult with staff engineers regarding technical problems
	Convert problem formulations to computer processable format
	Convert work flow chart to computer processable language
	Develop computer programs
	Develop system documentation
	Modify computer programs
	Supervise hardware installation
	Supervise software installation
Computer Software Engineers, Applications	Analyze computer programs
	Analyze current computer system capabilities
	Analyze software application requirements
	Conduct system testing
	Confer with engineers, or customers on projects or products
	Consult with staff engineers regarding technical problems
	Create customized software systems
	Design new software systems
	Develop new software systems
	Document new software systems
	Evaluate user hardware system needs
	Recommend equipment to meet customer requirements
	Solve computer programming problems
	Test new software systems
	Train computer users

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Occupational Titles

Skill Descriptions

Computer Support Specialists	Communicate technical information effectively
	Diagnose computer hardware problems
	Diagnose computer software problems
	Diagnose peripheral equipment problems
	Evaluate user hardware system needs
	Install hardware systems
	Install peripheral equipment
	Install software systems
	Maintain current knowledge of hardware and software
	Make minor repairs to correct hardware systems
	Make minor repairs to correct software systems
	Recommend computer equipment acquisitions
	Train computer users
Computer Systems Analysts	Analyze scientific problems for computer processing
	Confer with engineers, or customers on projects or products
	Convert problem formulations to computer processable format
	Design new computer system
	Design systems and procedures
	Develop new computer system
	Maintain current knowledge of hardware and software
	Modify designs of existing computer systems
	Provide assistance to system users
	Recommend computer system to user
	Record system design modifications
	Test computer systems

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Occupational Titles

Skill Descriptions

	Train system users
	Write operating procedures for users
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	Add relishes and garnishes according to instructions
	Carve meats
	Clean food preparation or kitchen equipment and appliances
	Clear tables, clean eating areas
	Expedite or coordinate food orders
	Fill beverage containers or dispensers
	Follow or maintain safe food handling and sanitation procedures
	Give food orders to kitchen in person or by computer
	Prepare foods for breakfast
	Prepare fountain or ice-cream specialties
	Prepare hot or cold beverages
	Prepare hot or cold sandwiches
	Prepare short order items
	Replenish food or equipment at serving stations, steam tables or counters
	Replenish supplies
	Restock supplies
	Serve food at counter
	Serve food from steam tables
	Serve meals, snacks, desserts, or beverages
	Take food or beverage orders
	Wash and clean dishes, glasses, utensils, pots, or pans
	Wrap food menu items

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Occupational Titles

Skill Descriptions

Customer Service Representatives	Contact current customers
	Follow up on service provided
	Have Call-Center experience
	Provide customer service
	Receive or process orders for products or services
	Refer unresolved customer grievances for further investigation
Dental Assistants	Apply protective coating of flouride to teeth
	Assist dentist in management of medical and dental emergencies
	Certified Dental Assistant Dental Assisting National Board (DANB)
	Expose dental diagnostic x-rays
	Instruct and counsel patients
	Maintain patient chart
	Record medications or treatments given
	Sterilize medical equipment
	Sterilize treatment trays
	Take patient medical history
Dental hygienists	Administer anesthetics or sedation prior or during medical procedures
	Apply protective coating of flouride to teeth
	Clean, restore color of teeth
	Examine patients
	Examine teeth and gum tissues
	Maintain patient chart
	Operate x-ray equipment
	Registered Dental Hygienist
Electrical and Electronic Engineering Technicians	Align or calibrate circuitry components

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Occupational Titles

Skill Descriptions

	Assemble experimental circuits
	Build, repair, or test circuitry components
	Clean and sterilize laboratory equipment
	Design or modify circuitry components
	Perform corrective maintenance of electrical test apparatus
	Provide technical assistance for electrical problems
	Read blueprints, diagrams, schematics, or engineering specifications
	Set up and calibrate laboratory equipment and instruments
Electricians	Assemble electrical wiring, equipment or fixtures
	Ensure work is in compliance to relevant codes
	Follow, interpret, or read blueprints or schematics
	Inspect electrical systems or electrical wiring installations
	Install electrical wiring equipment or electrical fixtures
	Maintain or repair electrical wiring, equipment or fixtures
	Prepare sketches of wiring or equipment location
	Read electrical layouts
	Use ammeter
	Use ohmmeter
Elementary School Teachers, Except Special	Hold state certification
	Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
	Teach elementary subjects
Emergency Medical Technicians and Paramedics	Administer intravenous injections
	Administers first-aid treatment and life support care to sick or injured persons in prehospital setting.

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Occupational Titles

Skill Descriptions

	Alert physician to abnormal patient readings
	Assess patient condition
	Determine nature of illness or injury
	Relay information to emergency room personnel
	Take, monitor and record patient vital signs
	Transport sick or injured persons
	Use electrocardiograph (EKG) machine
Executive Secretaries and Administrative Assistants	Make appointments and maintain appointment calendar
	Manage or maintain budgets
	Open, sort, and distribute incoming correspondence, including faxes and email
	Organize and maintain a filing or processing system
	Perform multiple tasks simultaneously
	Plan and coordinate conferences or events
	Prepare documents, using computer software
	Read and answer correspondence
	Record meeting minutes or activities
	Refer client to other agencies or resources
	Schedule appointments
Financial managers	Analyze credit information to determine potential risk
	Establish accounting control procedures
	Prepare financial reports
	Prepare operational and risk reports for management analysis
	Review reports
First-Line Supervisors/Managers of Retail Sales	Assist sales staff in completing complicated and difficult sales

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Occupational Titles

Skill Descriptions

	Coordinates sales promotion activities and prepares merchandise displays and advertising copy
	Direct, plans or organize activities in a retail setting
	Enforce safety rules and regulations
	Establish work standards
	Establish sales goals, territories, quotas and training programs
	Examine merchandise to ensure that it is correctly priced
	Examine products purchased for resale or received for storage
	Prepare sales reports
Fitness Trainers and Aerobics Instructors	Advise clients about proper exercise equipment
	Conduct therapeutic, recreational, or athletic activities
	Develop fitness training programs to meet individual requirements
	Enforce safety rules for use of exercise equipment
	Inform exercise participants of corrective measures necessary for fitness improvement
	Monitor participants' fitness progress
	Offer alternatives for different levels of fitness
	Plan and teach exercise routines for different sets of muscles and exercise equipment
	Provide information on nutrition, weight control, and lifestyle issues
	Teach fitness assessment
Food Preparation Workers	Clean food preparation or kitchen equipment and appliances
	Clean food serving or preparation area
	Cut, clean, bone or remove residue from meat, poultry, or fish
	Distribute food to waitstaff
	Expedite or coordinate food orders
	Follow or maintain safe food handling and sanitation procedures

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Occupational Titles

Skill Descriptions

	Grind meats
	Licensed Food sanitation
	Measure or weigh ingredients
	Portion or arrange food on serving dishes, trays, carts, or conveyor belts
	Prepare cold foods
	Prepare foods for breakfast
	Prepare hot or cold beverages
	Prepare meal trays
	Prepare salad dressings
	Prepare salads
	Prepare sauces
	Prepare soups or stocks
	Prepare yeast-raised products, rolls or breads
	Prepare, clean or cook fruits or vegetables
	Requisition, store, or distribute food supplies or equipment
	Serve meals, snacks, desserts, or beverages
	Slice meats, cheeses, breads, or vegetables with knife or slicing machine
General and Operations Managers	Delegate responsibility
	Develop procedures
	Direct department activities
	Formulate policies
	Implement procedures
	Plan, coordinate and direct operations
	Review reports
	Set deadlines

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Occupational Titles

Skill Descriptions

	Transfer employees
Hairdressers, Hairstylists, and Cosmetologists	Analyze hair, other physical features
	Apply lather, shave beard or shape hair contour on temple, neck
	Apply water, setting or waving solution to hair
	Bleach, dye, or tint hair
	Comb, brush, style, spray hair or wig hair pieces
	Cut, shape, trim, taper, hair singe or style hair or hair pieces
	Develop new hair styles
	Shampoo, rinse, and dry hair, scalp or hair pieces
	Suggest hair style
	Trim customers beard
	Trim moustaches
Health -Related Workers, All Other	Administers first-aid treatment and life support care to sick or injured persons in prehospital setting.
Home health aides	Administer injections
	Administer medications
	Administers first-aid treatment and life support care to sick or injured persons in prehospital setting.
	Analyze and interpret patient medical history
	Assist patient in walking
	Change patient bed linen
	Conduct laboratory or diagnostic tests
	Differentiates between normal, variations of normal and abnormal findings
	Help either groom, dress, or bathe patients
	Lay out surgical instruments
	Observe patient condition

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Occupational Titles

Skill Descriptions

	Provide health promotion and protection, disease prevention and treatment services to patients
	Record medications or treatments given
	Take patient medical history
	Take, monitor and record patient vital signs
	Transport or escort patient to treatment or testing area
Hotel, motel, and resort desk clerks	Advise housekeeping staff when rooms are ready for cleaning
	Check all guests in and out
	Confirm reservations
	Issue room keys and escort instructions to bellhops
	Record guest comments or complaints
	Review accounts and charges with guests during the checkout process
	Schedule or make reservations for individuals or groups
Insurance Sales Agents	Calculate premium rates
	Customize insurance programs to suit individuals customers
	Explain insurance policy
	Gather information for underwriters
	Process insurance claims
	Recommend insurance coverage
	Sell various types of insurance
Janitors & Cleaners, Except Maid/Helper	Buff floors
	Clean and polish furniture and fixtures
	Clean filters
	Clean, shampoo rugs, carpets or upholstery
	Dust furniture and equipment

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Occupational Titles

Skill Descriptions

	Mow grass or turf, using hand or power mower
	Notify managers concerning the need for major repairs
	Perform minor maintenance or repair on machines or equipment
	Remove snow
	Remove trash
	Replace defective wiring, broken lenses, or burned-out light bulb
	Scrub floors
	Strip floors
	Sweep or mop floors
	Sweep, scrub, wax, and polish floors, using brooms and mops and powered scrubbing and waxing machines
	Trim shrubbery
	Use cleaning chemicals
	Use cleaning equipment
	Vacuum rugs, carpets, upholstered furniture, and draperies
	Wash walls
	Wash windows, door panels, and sills
Laborers & Freight/StockMvrs, Hand	Assemble crates, boxes or shipping containers
	Assemble customer orders
	Attach identifying tags to containers
	Attach slings, hooks to lift cargo
	Count items
	Direct spouts and postion receptacles
	Distribute materials to workers
	Guide loads being lifted to prevent swinging
	Install protective devices, such as bracking, padding, or strapping

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Occupational Titles

Skill Descriptions

	Move material to or from work area
	Move merchandise
	Operate pallet jack
	Place items on conveyor
	Read shipping notices
	Receive stock
	Rig and dismantle scaffolding, platforms, or backdrops
	Shovel or scoop materials into containers, machines, or equipment
	Sort materials
	Stack boxes
	Use dollies
Lawyers	Advise client on legal or financial matters
	Analyze the probable outcomes of legal cases
	Conduct legal research
	Interpret laws, rulings, and regulations
	Prepare and process legal documents
	Prepare opinions on legal issues
	Represent clients in court
	Supervise legal assistants
	Write legal arguments
Legal Secretaries	Complete legal forms
	Mail, fax, deliver legal correspondence
	Make appointments and maintain appointment calendar
	Prepare and process legal documents
	Review legal publications and perform searches for relevant laws or decisions
	Submit articles and information to attorneys for review

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Occupational Titles

Skill Descriptions

Licensed Practical and Licensed Vocational Nurses	Administer catheterization, bladder irrigation, enema, or douche
	Administer injections
	Administer massage or alcohol rub
	Administer medications
	Assemble medical equipment or appliances
	Help either groom, dress, or bathe patients
	New patient/client-intake
	Observe patient condition
	Perform Critical Care nursing
	Perform Geriatric nursing
	Perform Long-term Care nursing
	Perform Obstetrics Gynecology nursing
	Perform Skilled Care nursing
	Prepare deceased patient for transport
	Prepare patients for examinations, tests, and treatments
	Record medications or treatments given
	Record or monitor food or fluid intake and output
	Report change in patient condition
	Take, monitor and record patient vital signs
	Work in clinic, hospital, or rehab center
Maintenance and Repair Workers, General	Braze, solder, or weld, or screw parts together
	Clear jams
	Estimate cost of repairs
	Follow, interpret, or read blueprints or schematics
	Install, build or repair counters

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Occupational Titles

Skill Descriptions

	Lay or align bricks, blocks or tile
	Maintain buildings
	Maintain, repair or replace plumbing fixtures, pipes or fittings
	Maintain, repair, adjust, or lubricate machines or machinery
	Paint and sand repaired surface
	Use oxyacetylene cutting torch
Management Analysts	Conduct organizational studies and evaluations
	Use multivariate quantitative and/or qualitative data analysis
Medical and Clinical Laboratory Technicians	Perform routine medical laboratory tests
	Set up and calibrate laboratory equipment and instruments
	Test blood samples
Medical and public health social workers	Aid applicant in obtaining medical and social services
	Confer with other professionals to evaluate condition of client
	Differentiates between normal, variations of normal and abnormal findings
	Evaluate client progress
	Help patient through group or individual sessions
	Intervene as advocate for client
	Modify treatment plan to comply with client's status
	Utilize community resources
Medical Assistants	Administer intravenous injections
	Instruct on treatment procedures
	Perform Obstetrics Gynecology nursing
	Prepare treatment room for examination or surgery
	Sterilize medical equipment
	Take patient medical history

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Occupational Titles

Skill Descriptions

	Take, monitor and record patient vital signs
	Use electrocardiograph (EKG) machine
Medical Records and Health Information	Maintain medical records
	New patient/client-intake
	Organize and maintain a filing or processing system
	Protect the security of medical records
	Release medical information according to medical regulations
Medical Secretaries	Compile medical charts
	Make appointments and maintain appointment calendar
	Organize and maintain a filing or processing system
	Prepare invoices
	Schedule and confirm patient diagnostic appointments
	Transmit medical records
Middle School Teachers, except Special and Vocational Education	Administer standardized achievement tests and interpret results
	Hold state certification
	Instruct middle school students using lectures, discussions, and demonstrations
	Prepare, administer, and grade tests and assignments
Network and computer systems administrators	Configure local area network LAN
	Configure wide area network WAN
	Configure Internet system
	Diagnose computer network user problems
	Maintain computer network hardware
	Maintain computer network software

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Occupational Titles

Skill Descriptions

	Monitor new technologies
	Perform data backups and disaster recovery operations
	Plan network security measures
	Recommend equipment to meet customer requirements
	Resolve computer network user problems
	Train computer network users
Network Systems, Data Communications Analysts, Telecommunication Administration Specialists	Analyze current computer system capabilities
	Analyze network system needs of organization
	Coordinate installation of computer systems
	Design new computer network system
	Design new data communication systems
	Install communication and cable lines
	Maintain current knowledge of hardware and software
	Modify designs of existing computer network systems
	Modify designs of existing data communication systems
	Monitor systems to ensure performance meets needs
	Plan network security measures
	Provide technical assistance to users
	Recommend computer network systems
	Test computer network systems
	Test data communication systems
	Train computer users
	Write operating procedures for users
Nurse Practitioners	Analyze and interpret patient medical history

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Occupational Titles

Skill Descriptions

	Certified Acute Care Nurse Practitioner
	Certified Adult Nurse Practitioner
	Certified Adult Psychiatric and Mental Health Nurse Practitioner
	Certified Case Manager (CCM)
	Certified Family Nurse Practitioner
	Certified Family Psychiatric and Mental Health Nurse Practitioner
	Certified Gerontological Nurse Practitioner
	Certified Legal Nurse Consultant (CLNC)
	Certified Pediatric Nurse Practitioner
	Certified Women's Health Nurse Practitioner
	Conduct laboratory or diagnostic tests
	Degreed BSAH (Bachelor of Science in Applied Health)
	Degreed BSN (Bachelor of Science Nursing)
	Develop or implement patient management plans
	Develop or use follow up system to evaluate the patient health/illness care
	Diagnoses and manages acute, chronic and multi-system health conditions
	Differentiates between normal, variations of normal and abnormal findings
	Examine patients
	Maintain patient chart
	Master of Science, Nursing (MSN)
	Prescribe or administer treatment
	Provide age specific guidance and counseling to patients
	Provide health promotion and protection, disease prevention and treatment services to patients
	Recognize environmental health problems affecting patients condition
	Refer patients to other health practitioners or specialists

Illinois Skills Match High Demand Occupational Titles & Skill Descriptions

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Occupational Titles

Skill Descriptions

	Specialize in adult and adolescent nursing care
	Specialize in family nursing care
	Specialize in geriatric nursing care
	Specialize in pediatric nursing care
	Specialize in women's health nursing care
	Treat minor injuries
	Write prescriptions for medications
Nursing Aides, Orderlies, and Attendants	Administer catheterization, bladder irrigation, enema, or douche
	Administer massage or alcohol rub
	Administer medications
	Answer patient call lights
	Assist patient in walking
	Care for ventilator-assisted patients
	Certified Nurse Aid (CNA)
	Change patient bed linen
	Drape patient for examination
	Help either groom, dress, or bathe patients
	Issue dressing packs
	Keep patient room neat
	Observe patient condition
	Perform tracheal suctioning
	Perform tube feeding
	Perform Obstetrics Gynecology nursing
	Prepare deceased patient for transport
	Record or monitor food or fluid intake and output

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Occupational Titles

Skill Descriptions

	Report change in patient condition
	Set up medical equipment
	Sterilize treatment trays
	Store, prepare, or issue medical supplies
	Take, monitor and record patient vital signs
	Transport or escort patient to treatment or testing area
	Turn and reposition bedfast patient
Occupational therapist assistants	Assess patient needs, capabilities, and interests
	Counsel and instruct patient and family
	Design and construct special equipment
	Follow prescribed treatment plan
	Help client overcome limitations
	Help staff demonstrate therapy techniques
	Monitor patient activities
	Motivate patients in therapy
	Observe patient condition
	Recommend change in work or living environment
	Teach life and occupational skills and techniques
	Transport or escort patient to treatment or testing area
	Work under the direction of occupational therapists to plan, implement and administer programs
Office Clerks, General	Communicate with customers, employees, and others to answer questions, disseminate or explain information, take orders and address complaints
	Compile, copy, sort and file records of office activities and business transactions
	Organize and maintain a filing or processing system
	Receive and distribute messages

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Occupational Titles

Skill Descriptions

Packaging and filling machine operators and tenders	Clean machine of debris
	Count and record finished and rejected packaged items
	Inspect and remove defective products and packaging material
	Observe machine operations to ensure quality of packaged products to standards
	Operate packaging machine
	Read gauges and instrument indicators
	Regulate movement of conveyors
	Sort and grade products
Paralegals and Legal Assistants	Organize and maintain a filing or processing system
	Prepare affidavits
	Prepare and process legal documents
	Prepare briefs
	Prepare contracts
	Prepare real estate closing papers
	Prepare wills
	Present legal arguments
Personal and home care aides	Develop or implement patient management plans
	Participate in case reviews to evaluate the client's needs and plan for continuing services
	Prepare or cook food items or meals
	Prepare special prescribed diets
	Provide care giving companionship
	Report change in patient condition
	Wash and clean dishes, glasses, utensils, pots, or pans

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Occupational Titles

Skill Descriptions

	Work with the disabled
Pharmacists	Consult with medical staff
	Fill prescriptions
	Provide information on drug interactions and side effects
	Read prescription specifications
Pharmacy technicians	Fill prescriptions
	Inventory medical supplies
	Receive written prescription or refill requests
	Record medications or treatments given
Physical therapist	Administer manual exercises
	Analyze and interpret patient medical history
	Communicate effectively with patients and families
	Consult with other health practitioners or providers
	Develop or implement patient management plans
	Discharge patient from physical therapy when goals have been attained
	Instruct on treatment procedures
	Licensed Physical Therapist
	Maintain patient chart
	Manage time to complete patient evaluations, treatment and documentation
	Recommend treatment modifications
	Refer individuals to community services
	Review prescriptions and diagnosis
	Teach patients to use assistive and adaptive devices
	Teach physical therapy to students and health professions
	Test and measure patient physical abilities
Physical therapist aides	Change patient bed linen

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Occupational Titles

Skill Descriptions

	Consult with medical staff
	Follow prescribed treatment plan
	Record medications or treatments given
	Safeguard and motivate patient during treatment
	Secure patient to therapy equipment
	Transport patient to and from area
Preschool Teachers, Except Special Education	Facilitate creative play, motor-skill activities and safety
	Hold state certification
	Report student progress to parent
	Teach basic skills for color, shape, number and letter recognition
	Teach in preschools
Radiologic Technologists and Technicians	Administer injections
	Assist with on-the-job training of radiology employees
	Direct use of radiological monitoring device
	Evaluate developed x-rays, video tape, or computer generated information
	Make x-ray exposures
	Monitor radiation
	Operate diagnostic imaging equipment
	Operate x-ray equipment
	Process exposed radiographs
	Provide health care personnel with improved radiological techniques
	Take patient medical history
	Use beam-restrictive devices to minimize radiation exposure
	Use radiation safety measures to comply with government regulations

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Occupational Titles

Skill Descriptions

Real Estate Sales, Lease, and Rental Agents	Advise client on terms and conditions of lease or rental agreements
	Display and explain features of property to client and discusses conditions of sale or terms of lease
	Maintain knowledge of real estate law, fair housing laws, available mortgages and financing
	Prepare bank deposits
	Prepare closing statements
	Prepare lease and rental agreements
	Prepare real estate contracts
	Sell, for a fee, real estate owned by others
Receptionists & Information Clerks	Distribute or collect mail
	Eliminate or sort out outdated or unnecessary materials
	Keep records of materials filed or removed, using logbooks or computers
	Operate telephone switchboard
	Receive and distribute messages
	Work in clinic, hospital, or rehab center
	Work in law or legal office
Recreation Workers	Administers first-aid treatment and life support care to sick or injured persons in prehospital setting.
	Enforce rules of recreational facilities
	Evaluate recreational equipment and facilities
	Explain safety procedures to participants in recreational activities
	Manage the daily operation of recreational facilities
	Organize, lead and promote interest in recreational activities
	Schedule or make reservations for individuals or groups
Registered Nurses	Administer anesthetics or sedation prior or during medical procedures

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Occupational Titles

Skill Descriptions

	Administer intravenous injections
	Administer medications
	Assess patient condition
	ACLS (advanced cardiac life support)
	Certified Case Manager (CCM)
	Certified Early Intervention Provider Children/Family
	Certified Emergency Nurse (CEN)
	Certified Holistic Nurse (HNC)
	Certified Hospice and Palliative Care (CHPN)
	Certified Infection Control (CIC)
	Certified Legal Nurse Consultant (CLNC)
	Certified Neuroscience Registered Nurse (CNRN)
	Certified Nurse Operating Room (CNOR)
	Certified Occupational Health Nurse(COHN)
	Certified Oncology Chemotherapy (ONC)
	Certified Pediatric Oncology Nurse(COPN)
	Certified School Nurse
	Conduct laboratory or diagnostic tests
	Consult with medical staff
	Degreed ADN (Associate Degree of Nursing)
	Degreed BSAH (Bachelor of Science in Applied Health)
	Degreed BSN (Bachelor of Science Nursing)
	Deliver babies
	Develop and implement patient management or treatment plans
	Draw blood for testing
	Ensure compliance with health standards

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Occupational Titles

Skill Descriptions

	Inventory medical supplies
	Lay out surgical instruments
	Maintain accurate, detailed reports and records
	Maintain patient chart
	Master of Science, Nursing (MSN)
	Modify patient treatment according to patients' responses and conditions
	Monitor all aspects of patient care, including diet and physical activity
	New patient/client-intake
	Order medical equipment or supplies
	Perform Cardiac Care Unit nursing
	Perform Critical Care nursing
	Perform Emergency Room nursing
	Perform Geriatric nursing
	Perform Intensive Care Unit nursing
	Perform Kidney Dialysis nursing
	Perform Long-term Care nursing
	Perform Medical-Surgical Floor nursing
	Perform Nursing Case Management
	Perform Nursing Utilization Review
	Perform Obstetrics Gynecology nursing
	Perform Oncology nursing
	Perform Operating Room Circulating nursing
	Perform Operating Room Scrub nursing
	Perform Pediatric nursing
	Perform Psychiatric nursing
	Perform Skilled Care nursing

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Occupational Titles

Skill Descriptions

	Prepare treatment room for examination or surgery
	Prescribe or administer treatment
	Record medications or treatments given
	Refer individuals to community services
	Registered Nurse (RN)
	Registered Nurse Critical Care (CCRN)
	RNFA (Registered Nurse First Assistant)
	Sterilize medical equipment
	Sterilize surgical instruments
	Sterilize treatment trays
	SA (Surgical Assistant)
	Take, monitor and record patient vital signs
Rehabilitation counselors	Aid applicant in obtaining medical and social services
	Assist applicant with personal adjustment during rehabilitation program
	Certified Rehabilitation Counselor (CRC)
	Consult with medical and professional staff on disability, service, or vocational eligibility
	Form a treatment plan for rehabilitation of client
	Interview and evaluate disabled individuals
	Work with the disabled
Respiratory Therapists	Administer medicinal gases and aerosol drugs
	Assess patient condition
	Assist patients with breathing exercises
	Consult with other health practitioners or providers
	Develop or implement patient management plans
	Draw blood for testing

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Occupational Titles

Skill Descriptions

	Maintain patient chart
	Measure arterial blood gases
	Perform bronchopulmonary drainage
	Provide emergency pulmonary care
	Teach, train, demonstrate, supervise students and assistants in pulmonary techniques
Retail Salespersons	Accept returns and exchanges
	Assist customers
	Clean shelves, counters, and tables
	Compute, mark price on merchandise
	Coordinate sales promotions
	Demonstrate, explain products, methods, or services
	Obtain merchandise from stockroom
	Operate cash registers
	Order merchandise
	Persuade customer to buy merchandise
	Prepare invoices
	Prepare sales or service contract
	Recognize security risks and thefts
	Recommend promotions
	Tag, arrange, and display promotions
	Use electronic or computerized scanners
	Wrap items or packages
Sales Managers	Analyze sales statistics to determine sales potential and expenditures
	Coordinate sales promotions
	Determine price schedules and discount rates
	Direct product distribution

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Occupational Titles

Skill Descriptions

	Establish sales goals, territories, quotas and training programs
	Formulate policies
	Monitor customer preference to new or improved products
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific	Arrange for delivery
	Call on current customers
	Explain product or services provided
	Follow up on service provided
	Investigate customer complaints
	Prepare sales or service contract
	Prepare sales reports
	Set up or stock displays
	Stock supplies
	Weigh, analyze, or measure samples
Secondary School Teachers, except Special and Vocational education	Hold state certification
Security Guards	Apprehend unauthorized persons
	Check individual credentials
	Escort individuals
	Firearm Owners Identification Card (FOID)
	Guard commercial or industrial property
	Guard entrance ways
	Guard government installations
	Keep logs
	Monitor alarm systems

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Occupational Titles

Skill Descriptions

	Monitor closed circuit television
	Notify emergency personnel
	Operate communication equipment
	Patrol assigned areas
	Patrol with guard dog
	Patrol, on bicycle, foot, horseback, motorcycle, or in vehicle
	Permanent Employee Registration Card (PERC)
	Warn violators of infractions
Self-enrichment education teachers	Hold state certification
Social and human service assistants	Advise on use of food stamps
	Assist in locating housing
	Provide information on community services
	Refer individuals to community services
Stock Clerks and Order Fillers	Assemble customer orders
	Assist customers
	Check invoices
	Compute, mark price on merchandise
	Confer with vendors and personnel on purchases and stock availability
	Examine merchandise materials or equipment
	Move merchandise
	Move skids
	Operate electric, gas, propane, or diesel forklift
	Operate pallet jack
	Read, fill customer orders from stock

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Occupational Titles

Skill Descriptions

	Receive and verify incoming materials
	Rotate stock insuring freshness
	Sort materials
	Stock or restock shelves with merchandise
	Use dollies
Transportation Workers, All Other	Dispatch workers
	Drive tow truck
	Drive vehicle equipped with warning lights to escort trucks
	Explain mechanical functions of various vehicles to students
	Monitor radio traffic reports
	Perform routine maintenance
	Use radio equipment
Treasurer	Analyze financial records or statements
	Direct financial planning, budgeting, procurement or investments
	Prepare financial reports
	Report on company financial position
Truck Drivers, Heavy/Tractor Trailer	Check all load-related documentation for accuracy
	Check conditions of trailers for damage
	Code damage to cargo
	Deliver goods or pick up items from route customers
	Drive auto-hauling truck
	Drive dry van/box van trailer
	Drive flatbed truck
	Drive local area
	Drive over the road

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Occupational Titles

Skill Descriptions

	Drive refrigerated truck
	Drive straight truck
	Drive tandem truck
	Drive tanker truck
	Drive tractor trailer combination
	Haul livestock
	Hook and drop trailers or trucks
	Illinois Pumping License
	Inspect packages or cargo
	Intermodal Ocean-Container Handling/Transport
	Licensed Private Sewage Disposal Pumping Contractor
	Maintain log book
	Obtain signed receipts
	Operate electric, gas, propane, or diesel forklift
	Plan sequence of cargo loading
	Prepare or review bills of lading
Waiters and Waitresses	Address customers needs
	Check on customer satisfaction
	Clear tables, clean eating areas
	Compute cost of meal or beverage
	Discuss menus with patrons
	Expedite or coordinate food orders
	Fill beverage containers or dispensers
	Fill, salt, pepper, sugar, cream, condiments, or napkin containers
	Follow or maintain safe food handling and sanitation procedures
	Garnish and decorate food or beverages

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Occupational Titles

Skill Descriptions

	Give food orders to kitchen in person or by computer
	Prepare appetizers
	Prepare fountain or ice-cream specialties
	Prepare hot or cold beverages
	Prepare salads
	Replenish supplies
	Seat customers or guests
	Serve alcoholic drinks
	Serve meals, snacks, desserts, or beverages
	Set tables
	Take food or beverage orders